

One other tip – please make sure you follow ALL DIRECTIONS when printing off your answer sheets. If the answer sheets are printed incorrectly, they **will not scan** into the DataDirector system.

Avoid the pain. Just follow the directions.

ATTENTION: PLEASE FOLLOW ALL DIRECTIONS

- 1) **Letter Paper** - Print on white, **8 ½ X 11** paper only.
- 2) **Laser Printer** - Use a laser printer only. Do NOT make photocopies of answer sheets.
- 3) **T's** - All 6 Registration Marks (T's) must be clearly printed on the top and bottom of the paper. The T's must sit approximately ½" from the top and bottom and ¼" from the sides.
- 4) **Adobe Reader (PC or MAC)**
 - Use Adobe Reader 7 or later.
 - From Page Scaling in the Print screen, select 'Fit to Printable Area/Margins' or 'Reduce to Printable Area/Margins'.
 - If a Letter sized image (8 ½ x 11) is not displaying on the Print screen, STOP printing.
 - Go to File -> Page Setup (Mac) or Print Setup (PC) and select Letter paper. Now print.

